

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: TECHNICAL ASSISTANT

Full-Time: ☐ Part-Time: ☒ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: CULTURAL ARTS CENTER

Hourly Rate: \$15.00 Per Hour Time: 20-32 hours per week

Days/Times: Day, Evening, Weekend (varies)

Closing Date: Open Until Filled

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Applications are accepted from 8:30 a.m. until 5:00 p.m., Monday through Friday, *unless City Hall is closed for an observed holiday.*

Department Contact Name: Greg Gustin, Cultural Arts Technical Coordinator

Contact Number & Email: (770) 838-1083 - ggustin@carrollton-ga.gov

Please note that successful candidates for employment must pass a background check prior to employment.

Special Requirements:

2-3 years experience in a live theatrical production environment with lighting, sound, video, and rigging equipment. Must be able to lift up to 50 lbs.

GENERAL STATEMENT OF JOB:

Perform rigging, lighting, and set up for chorus, theatre, and rental productions.

IMMEDIATE SUPERVISOR: Cultural Arts Center Manager

DIVISION: Cultural Arts

CLASS OF JOB: Part-Time

AVERAGE HOURS WORKED PER WEEK: 20-32 hours

PAY SCALE: \$15.00 per hour

REQUIREMENTS (certifications, strength, ability, education, age, and training):

2-3 year's experience in a live theatrical production environment with lighting, sound, video, and rigging equipment. Must be able to lift up to 50 lbs.

DUTIES:

1. Review schedule and plan technical needs for upcoming events.
2. Provide lighting, sound, special effects, and rigging assistance to program and rental groups in theatre.
3. Run light and sound boards when requested.
4. Set up and breakdown choral shells and risers as needed and scheduled.
5. Provide piano when requested on schedule to be used on stage and see that it is tuned.
6. Assist volunteers with technical needs in theatre and scene shop.
7. Maintain and organize scene shop, tool room, and technical storage units.
8. Attend CCCT and Chorus technical meetings.
9. Maintain and supervise safety in cat walks, theatre and scene shop at all times.

OTHER:

1. Perform other duties as assigned

R/M/L/JD-PT/ea
Revised 4/22/09

